

SNP Administrative Review Findings**Holy Redeemer Parish School (K273)****Program Year 2018****Holy Redeemer Parish School (K273)**

918 W Mill Road
Evansville, IN 47710-3932

Food Service Contact

Pam Ambrose
Cafeteria Manager
(812) 422-3688

Executive Contact

Tim McIntosh
Principal
(812) 422-3688

No. of Sites / Reviewed: 1 / 1
Month of Review: March 2018

Commendations

- * The Cafeteria manager completed the Free and Reduced applications this school year with no errors. This was the first year the Cafeteria Manager took this responsibility on. We would like to commend her commitment to learning the process and executing it efficiently.

Verification - Holy Redeemer Parish School (K273)

208. *Confirmation Review – documentation on file, required procedures followed?*

Finding 9000: Confirmation Review

The Confirmation Review Official was also the Determining Review Official.

Corrective Action:

Verification will be handled by the administration staff for next school year. The Confirmation Review Official will be completed by someone other than the original approver of the applications (Determining Review Official). No Further Action Required.

Technical Assistance:

The Confirmation Review Official should be someone other than the Determining Review Official. The purpose of the Confirmation Review is to confirm that the original determination was done correctly.

215. *SFA complete verification by Nov 15 or request extension?*

Finding 9048: Verification not completed by November 15.

For the current school year the SFA did not complete its Verification process prior to November 15. The SFA did not have an extension approved by the SA, allowing the SFA to complete its Verification process by December 15.

Corrective Action:

At the time of the review, the reviewer validated that Verification was completed. The SFA will adhere to the deadlines each year and also utilize the Calendar of Due Dates on the IDOE website as a reference. No Further Action Required.

Technical Assistance:

As a reminder the deadline for Verification is November 15th and the deadline for the Verification Summary Report is December 15th.

SNP Administrative Review Findings**Holy Redeemer Parish School (K273)****Program Year 2018****Holy Redeemer (D560)**

918 W Mill Road
Evansville, IN 47710-3932

Food Service Contact

Pam Ambrose
Cafeteria Manager
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Month of Review: March 2018

Date of Onsite Review: April 11, 2018

Meal Components & Quantities - Holy Redeemer (D560)

409. Review period production records/documentation - required meal components offered, daily/weekly requirements met?
Enter data.

Finding 9075: Production records/supporting documentation indicate weekly meal pattern requirements for the age/grade group(s) not met.

Based on a review of production records and other supporting food crediting documentation for 1 week during the Review Period March 19-23, 2018, some meals served during the week reviewed did not meet the appropriate daily and weekly meal pattern requirements for the age/grade group(s) being served. Meals missing required meal components during the week reviewed:

- Weekly M/MA was short by .5oz

Corrective Action:

The Cafeteria Manager will increase the cycle menu week by 1oz. This will be done by adding a cheese filled Bosco stick to the lasagna roll-up meal option. No Further Action Required.

Technical Assistance:

The school was provided technical assistance during the on-site visit.

General Program Compliance - Holy Redeemer (D560)

1409. Storage violations observed, on-site, off-site?

Finding 9150: Storage violations were observed.

The SFA must ensure that all of its facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. The First In, First Out (FIFO) inventory management method is not being used-not dating cans.

Corrective Action:

The Cafeteria Manager will train the foodservice staff to date each can upon delivery to ensure the FIFO method is being utilized correctly. No Further Action Required.